

DEPARTMENT OF HUMAN SERVICES
INTERNAL DISCRIMINATION COMPLAINT PROCEDURES

The following procedures are to be followed to address workplace discrimination complaints and prohibited activities outlined in the Governor's policy issued December 16, 1999 with Executive Order No. 106.

1. All employees have the right and are encouraged to immediately report suspected violations of the State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace (N.J.A.C. 4A:7-3.1).

2. Employees can report incidents of discrimination to the appropriate Equal Employment Opportunity (EEO) office for their geographic region* or to any supervisory employee at the facility, office or unit.

*Northern Region EEO Office
(973) 648-3237

Offices/Facilities in: Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Sussex and Warren Counties

*Central Region EEO Office
(609) 292-5807

Offices/Facilities in: Burlington, Mercer, Middlesex, Monmouth, Ocean, Somerset and Union Counties

*Southern Region EEO Office
(609) 567-8312

Offices/Facilities in: Atlantic, Camden, Cape May, Cumberland, Gloucester and Salem Counties

3. Employees should make every effort to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the victim to continued unlawful conduct.

4. Supervisory employees should immediately report all alleged violations of the State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace, whether reported by an employee or observed directly, to the Regional EEO Office for the office/Facility.

5. If reporting a complaint to any of the persons set forth above presents a conflict of interest, the complaint may be filed directly with the Department of Personnel, Division of EEO/AA, P.O. Box 315, Trenton, NJ 08625. An example of such a conflict would be where the individual against whom the complaint is made is involved in the intake, investigative or decision making process.

6. While not mandatory, in order to facilitate a prompt, thorough and impartial investigation, all complainants should fill out a Discrimination Complaint Processing Form (DPF-481). [[Complaint Form](#)]

7. The Assistant Commissioner Human Resources will issue a final determination letter to all parties, giving the results of the investigation and any remedial steps taken. The division of EEO/AA, Department of Personnel, shall be furnished with a copy of the complaint and the final letter of determination.

8. Confidentiality, to the extent practical and appropriate under the circumstances, will be maintained throughout all phases of the intake, investigation and remediation process. Any breach of confidentiality by any party involved in this procedure may be considered an act of obstruction, and may subject that employee to disciplinary action.

9. Any employee can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing

complaints with external agencies indicated below are provided for informational purposes only. Employees should contact the specific agency to obtain exact time frames. The deadlines run from the last date of unlawful harassment or discrimination. These deadlines have no relationship to the date an internal complaint was filed resolved.

DHS Employees may file complaints with the following agencies:

**N. J. Department of Law & Public Safety
Division on Civil Rights (DCR)
180 days for violation of State law**

Trenton Regional Office
140 East Front Street
6th Floor - P.O. Box 089
Trenton, New Jersey 08625-0089
(609) 292-4605

Atlantic City Satellite Office
26 Pennsylvania Avenue
Atlantic City, NJ 08401
(609) 441-3100

Camden Regional Office
One Port Center
2 Riverside Drive, Suite 402
Camden, NJ 08103
(856) 614-2550

Newark Regional Office
31 Clinton Street
P.O. Box 46001
Newark, NJ 07102
(973) 648-2700

Paterson Regional Office
100 Hamilton Plaza
Paterson, NJ 07505
(973) 977-4500

**United States Equal Employment
Opportunity Commission (EEOC)
300 days for violation of Federal Law**

Newark District Office
1 Newark Center
21st Floor
Newark, NJ 07102-5233
(973) 645-6385

Philadelphia District Office
The Bourse Building, Suite 400
21 S. Fifth Street
Philadelphia, PA 19106-2515
(215) 451-5800

Issued:
Revised:
See N.J.A.C. 4A:7-3.2